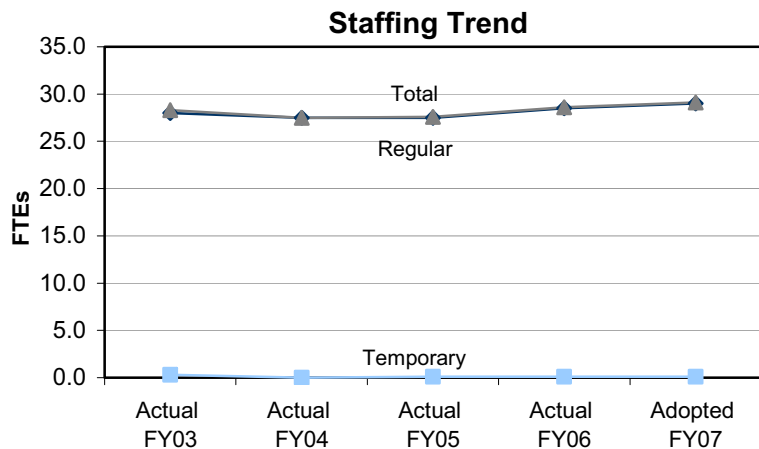
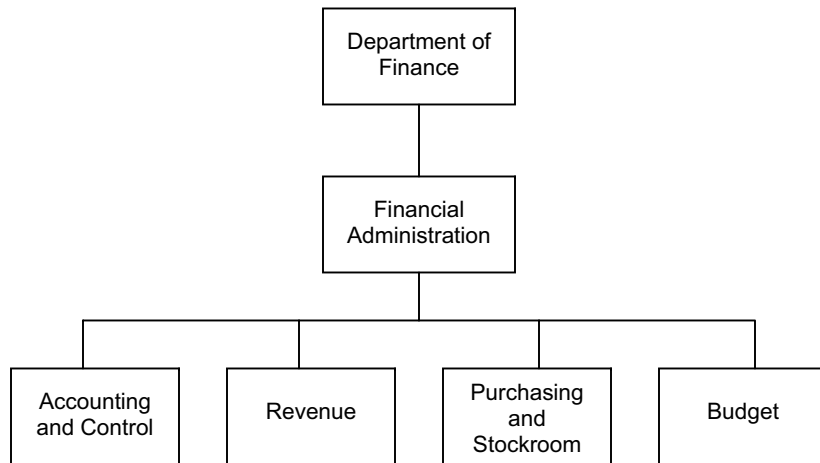
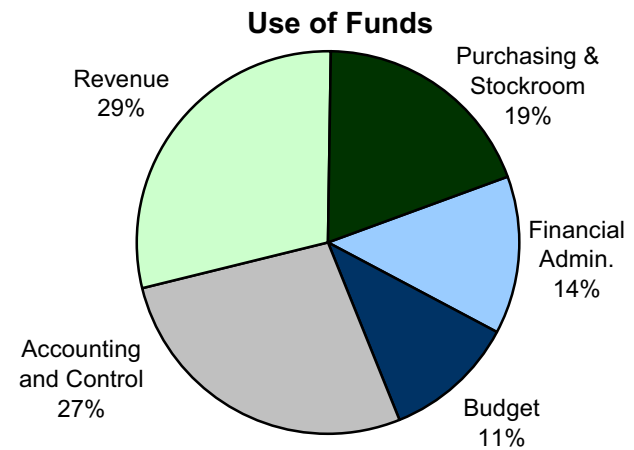
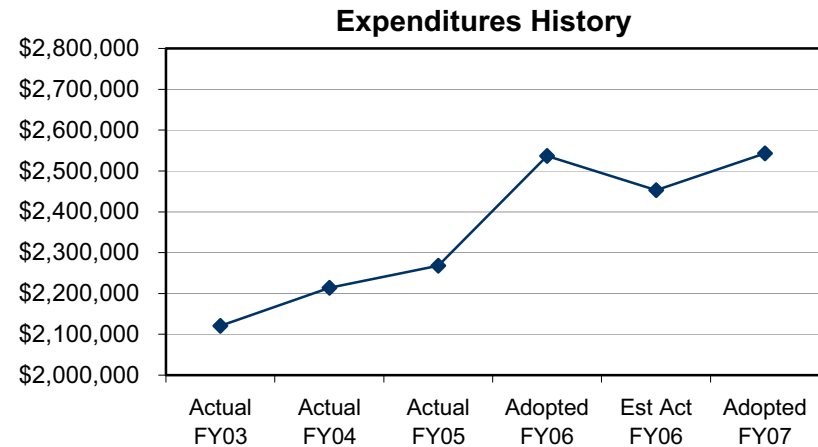


Department of Finance



Department Mission Statement

The Department of Finance maintains the City's high standard of financial excellence by providing the citizens, employees, and vendors with professional customer service through the collection and disbursement of funds, financial reporting, and management of assets.



Department of Finance

Department Summary

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Dept. Expenditures by Division				
Financial Administration	436,851	301,812	305,408	341,426
Accounting and Control	664,827	711,940	625,378	690,365
Revenue	718,679	844,216	843,216	739,969
Purchasing and Stockroom	426,240	442,364	442,364	488,146
Budget	N/A	236,212	236,732	283,044
Department Total	\$2,246,597	\$2,536,544	\$2,453,098	\$2,542,950

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Dept. Expenditures by Type				
Salary and Wages	1,593,516	1,716,517	1,629,955	1,802,021
Benefits	354,547	404,668	404,668	429,766
Overtime	4,940	3,393	3,393	3,393
Personnel Subtotal	\$1,953,003	\$2,124,578	\$2,038,016	\$2,235,180
Contractual Services	141,998	168,786	170,771	184,110
Commodities	22,160	24,554	25,685	23,660
Capital Outlays	129,436	218,626	218,626	100,000
Other	0	0	0	0
Operating Subtotal	\$293,594	\$411,966	\$415,082	\$307,770
Department Total	\$2,246,597	\$2,536,544	\$2,453,098	\$2,542,950

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Department Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	1,555,661	1,722,106	1,639,660	1,832,429
Water Fund (210)	690,936	814,438	813,438	710,521
Subtotal	\$2,246,597	\$2,536,544	\$2,453,098	\$2,542,950
Department Total	\$2,246,597	\$2,536,544	\$2,453,098	\$2,542,950

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Division (FTEs)				
<i>Regular</i>				
Financial Administration	2.0	2.0	2.0	2.0
Accounting and Control	9.0	9.0	9.0	9.0
Revenue	9.0	9.0	9.0	9.0
Purchasing and Stockroom	5.5	5.5	5.5	6.0
Budget	2.0	3.0	3.0	3.0
Regular Subtotal	27.5	28.5	28.5	29.0
<i>Temporary</i>				
Financial Administration	0.1	0.1	0.1	0.0
Accounting and Control	0.0	0.0	0.0	0.0
Revenue	0.0	0.0	0.0	0.0
Purchasing and Stockroom	0.0	0.0	0.0	0.0
Budget	0.0	0.0	0.0	0.1
Temporary Subtotal	0.1	0.1	0.1	0.1
Department Total	27.6	28.6	28.6	29.1

Department of Finance

Department Summary

Department Overview:

The Department of Finance assists the departments of the City government in meeting their service objectives by acquiring goods and services, allocating and tracking the organization's financial resources, processing financial transactions, and providing information and analysis as a basis for decision making. The department bills and/or collects revenue and provides assistance to taxpayers and utility customers. The department also secures financing for capital construction and safeguards and invests City funds.

Objectives:

The strategic objectives of the Finance Department are:

- Promote a high level of public trust in financial transactions \$
- Maintain City's financial health and stability \$
- Ensure financial accountability across the organization \$
- Professional management of resources \$
- Equitable and ethical service to all customers

Significant Changes:

Adopted FY06 to Estimated Actual FY06

The Department has completed the implementation to the upgraded Web-based financial system that includes the general ledger, accounts payable, accounting, inventory, and purchasing functions.

The Department is also in the process of implementing an upgraded Web-based time and attendance program for employees as well as developing an automated timesheet process for the administrative and part-time employees.

Estimated Actual FY06 to Adopted FY07

The implementation of GASB 34, a set of significant changes to the rules governing financial reporting, will continue. In addition, \$10,000 is included in the Department's budget to implement GASB 45. GASB 45, otherwise known as OPEB (Other Post-employment Benefits) may change the way funding is provided for benefits.

Department Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of citizen service requests (CSRs) received and responded to	10	10	15	10
Percent of employee performance evaluations completed before their anniversary date	90%	100%	90%	100%
Turnover rate	7.3%	3.0%	7.0%	5.0%
Lost Time	N/A	N/A	5.1%	3.0%

Department of Finance

Division: Financial Administration

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Financial Administration	436,851	301,812	305,408	341,426
Division Total	\$436,851	\$301,812	\$305,408	\$341,426

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	317,612	208,958	208,958	215,096
Benefits	49,759	28,350	28,350	39,145
Overtime	0	0	0	0
Personnel Subtotal	\$367,371	\$237,308	\$237,308	\$254,241
Contractual Services	61,023	58,465	58,900	77,300
Commodities	8,457	6,039	9,200	9,885
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$69,480	\$64,504	\$68,100	\$87,185
Division Total	\$436,851	\$301,812	\$305,408	\$341,426

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
Departmental Revenue	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
Fund Contribution				
General Fund (110)	436,851	301,812	305,408	341,426
Subtotal	\$436,851	\$301,812	\$305,408	\$341,426
Division Total	\$436,851	\$301,812	\$305,408	\$341,426

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Financial Administration	2.0	2.0	2.0	2.0
Regular Subtotal	2.0	2.0	2.0	2.0
<i>Temporary</i>				
Financial Administration	0.1	0.1	0.1	0.0
Temporary Subtotal	0.1	0.1	0.1	0.0
Division Total	2.1	2.1	2.1	2.0

Department of Finance

Division: Financial Administration

Division Purpose:

The Financial Administration Division is responsible for developing City financial management policies and strategies. The division promotes equitable taxation systems and usage fees; maximizes the return on City investments at minimal risk; maintains banking relations; plans and executes bond sales; and provides internal control oversight. The Director of Finance serves as the Executive Secretary to the Retirement Board.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

None.

Estimated Actual FY06 to Adopted FY07

None.

Cost Center: Financial Administration

Objectives:

- Provides guidance and financial oversight to Finance divisions \$
- Plans, organizes, leads, monitors and directs overall Finance function \$
- Promotes long-term financial health through recommending financial policies, practices, and procedures \$
- Maintain City's AA+ bond rating through sound debt administration \$
- Continue efforts to reduce costs across City departments, building on efforts from the Strengthening the Bottom Line process \$
- Monitor cash flow needs carefully to maximize interest income \$
- Assist with the financial planning and oversight of the Town Center redevelopment \$
- Closely monitor the impact of economic conditions on major revenue sources \$

- Promote High Performance Organization (HPO) principles and initiatives throughout the Department \$

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Investment interest rate earned as a percent of the three-month T-bill rate	90%	105%	97%	105%
Investment reports to Mayor and Council	N/A	N/A	6*	12
Bond sales executed	-	-	1	1
Bond rating	AA+	AA+	AA+	AA+

* First report distributed in January 2006.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Director	1.0	1.0
Administrative Assistant	1.0	1.0
Cost Center Total	2.0	2.0

Department of Finance

Division: Accounting and Control

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Accounting and Control	664,827	711,940	\$625,378	\$690,365
Division Total	\$664,827	\$711,940	\$625,378	\$690,365

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	537,285	556,562	470,000	546,910
Benefits	111,682	124,178	124,178	123,555
Overtime	0	0	0	0
Personnel Subtotal	\$648,967	\$680,740	\$594,178	\$670,465
Contractual Services	11,092	26,400	26,400	15,100
Commodities	4,768	4,800	4,800	4,800
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$15,860	\$31,200	\$31,200	\$19,900
Division Total	\$664,827	\$711,940	\$625,378	\$690,365

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	664,827	711,940	625,378	690,365
Subtotal	\$664,827	\$711,940	\$625,378	\$690,365
Division Total	\$664,827	\$711,940	\$625,378	\$690,365

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Accounting and Control	9.0	9.0	9.0	9.0
Regular Subtotal	9.0	9.0	9.0	9.0
<i>Temporary</i>				
Accounting and Control	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	9.0	9.0	9.0	9.0

Department of Finance

Division: Accounting and Control

Division Purpose:

The Accounting and Control Division provides timely and accurate accounting and internal control services for the City. Provides professional and consistent financial services to all city departments through accounts payable, payroll processing and accounting services. Oversees and reports on a timely and accurate basis all financial results of city operations through the City's annual financial report. Effectively manages the City's flexible spending programs. Maintains the City's pension and deferred compensation programs, prepares and oversees accurate input of City's actuarial reports as well as perform timely pension benefit calculations.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

The Accounting and Control Division has completed the implementation to the upgraded Web-based financial system that includes the general ledger, accounts payable, accounting, inventory, and purchasing functions.

This division is also in the process of implementing an upgraded Web-based time and attendance program for employees as well as developing an automated timesheet process for the administrative and part-time employees.

This division will also implement a Positive Pay system for the City's general disbursement banking accounts.

The Controller position has been vacant and the division will be reorganizing and replacing the position with a senior accountant.

Estimated Actual FY06 to Adopted FY07

The Accounting and Control division is in the process of implementing an upgraded Web-based payroll/human resources system that includes payroll and position control. This system will allow the City to:

- Respond to requests for information more efficiently
- Support automated business practices
- Streamline workflow (approvals on-line)
- Reduce paper

The Accounting and Control Division will maintain and upgrade existing modules in the new financial system as well as maintaining the Web-based time and attendance program for hourly employees.

An additional \$10,000 is included to implement GASB 45. GASB 45, otherwise known as OPEB (Other Post-employment Benefits) may change the way benefits funding is provided for other than pension benefits. The funding is for an actuarial report on the costs of the benefit programs.

Cost Center: Accounting and Control

Objectives:

- Conduct approximately 60 internal financial and operational reviews on a routine basis \$
- Compliance with Generally Accepted Accounting Principles \$
- Continue to implement GASB 34, a major change to the rules governing governmental financial reporting, including retroactively reporting capitalized infrastructure in FY06 and FY07 \$
- Continue to provide staff training on new financial and payroll/HR web-based systems ☺\$
- Implement Positive Pay for the City's general disbursement accounts to prevent fraud \$

Department of Finance

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of years receiving GFOA Achievement of Excellence in Financial Reporting Certificate for Annual Financial Report	16	17	17	18
Receive an unqualified audit opinion	Yes	Yes	Yes	Yes
Hold financial system training classes for all system users *	0	25	40	4
Percent of FTE's on payroll direct deposit	80%	85%	85%	90%
Number of payroll checks / EFT's issued	20,800	21,000	20,740	21,000
Number of payroll checks voided due to payroll error	7	5	4	0
Percent of employees satisfied with payroll service	N/A	N/A	89%	90%
Percent of employees rating the quality and timeliness of payment processing as good or excellent	N/A	N/A	73%	90%
Number of voided vendor disbursement checks due to A/P error	8	5	6	0
Total number of Purchasing Card transactions processed **	8,791	9,000	8,876	9,500
Number of internal control reviews completed and P-Card audits **	34	50	35	60
Number of professional development classes/ training for staff	2	7	10	12

* Training sessions vary due to implementation of financial system in FY06.

** See purchasing budget for more P-Card performance measures.

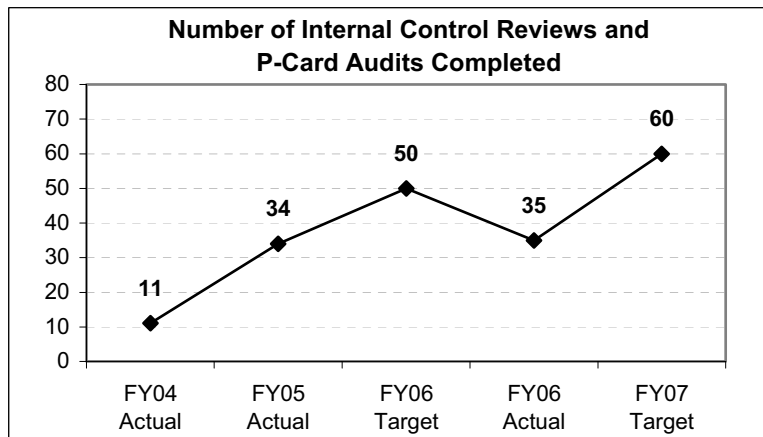
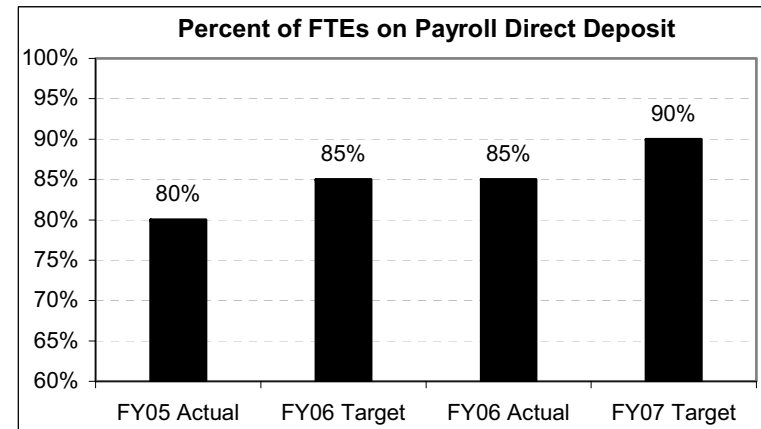
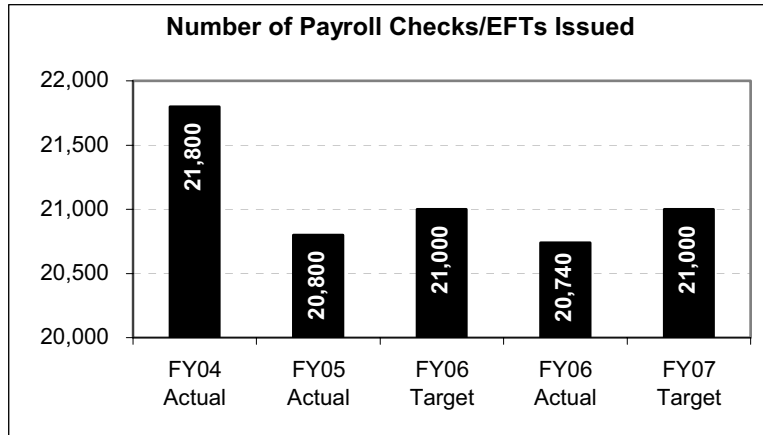
Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Controller	1.0	0.0
Financial Systems Manager	1.0	1.0
Financial Accounting Manager*	1.0	1.0
Senior Accountant	0.0	1.0
Accountant	1.0	1.0
Accounts Payable Assistant I	1.0	1.0
Accounts Payable Assistant II	1.0	1.0
Payroll Assistant I	2.0	2.0
Payroll Assistant II	1.0	1.0
Cost Center Total	9.0	9.0

* Upgraded from Accounting Operations Supervisor.

Department of Finance

Supplemental Information:



Department of Finance

Division: Revenue

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Revenue	718,679	844,216	843,216	739,969
Division Total	\$718,679	\$844,216	\$843,216	\$739,969

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	395,887	413,477	413,477	430,122
Benefits	113,522	128,749	128,749	121,354
Overtime	4,940	3,393	3,393	3,393
Personnel Subtotal	\$514,349	\$545,619	\$545,619	\$554,869
Contractual Services	66,508	74,261	73,261	79,500
Commodities	8,386	5,710	5,710	5,600
Capital Outlays	129,436	218,626	218,626	100,000
Other	0	0	0	0
Operating Subtotal	\$204,330	\$298,597	\$297,597	\$185,100
Division Total	\$718,679	\$844,216	\$843,216	\$739,969

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	27,743	29,778	29,778	29,448
Water Fund (210)	690,936	814,438	813,438	710,521
Subtotal	\$718,679	\$844,216	\$843,216	\$739,969
Division Total	\$718,679	\$844,216	\$843,216	\$739,969

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Revenue	9.0	9.0	9.0	9.0
Regular Subtotal	9.0	9.0	9.0	9.0
<i>Temporary</i>				
Revenue	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	9.0	9.0	9.0	9.0

Department of Finance

Division: Revenue

Division Purpose:

Ensure the timely, accurate and equitable collection of all revenues due to the City by collecting and recording the receipt of revenues for all City departments; managing the billing and collection of City water, sewer and refuse fees; recording and reconciling the receipt of City front-foot benefit charges; and managing the billing and collection of special assessment charges.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

Implemented new utility billing system.

Estimated Actual FY06 to Adopted FY07

Implement citywide meter replacement program.

Cost Center: Revenue

Objectives:

- Ensure that all utility properties are billed appropriately and registered with the City by performing periodic audits using CPDS information, GIS maps, Refuse Operations Division information and the Maryland Dept. of Assessment and Taxation records \$
- Ensure revenues are properly collected and reported and monitor revenue collection by preparing and analyzing quarterly reports \$
- Ensure billing practices are consistent with encouraging water conservation by notifying customers of high water usage and allowing credits for timely plumbing repairs \$
- Ensure funds collection accuracy by performing periodic "spot" audits of the cashier and address any overage/shortage issues \$
- Ensure utility rates are equitably distributed among users and are sufficient to assure the stability and financial health of the utility funds \$
- Redesign utility bills to provide more clear account information \$
- Continue to upgrade the meter reading and billing processes to provide a more cost and time-efficient system \$

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of service work orders completed	N/A	1,300*	1,943	1,000

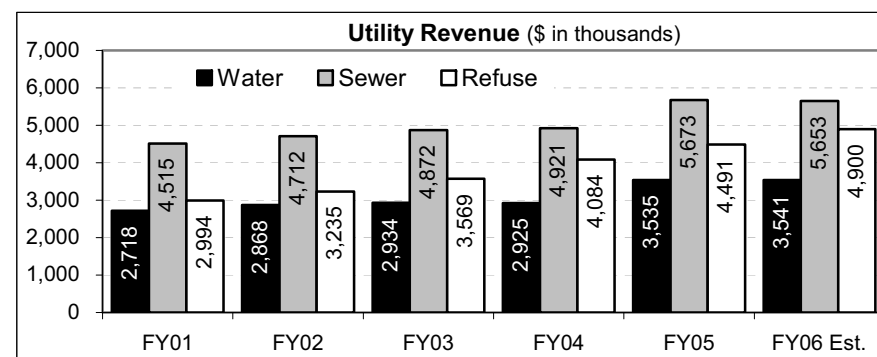
	Actual FY05	Target FY06	Actual FY06	Target FY07
Number of utility audits	N/A	4	3	4
Number of cashier audits	N/A	6	6	12
Number of water meters read	12,272	12,420	12,427	12,450
Number of water meters read monthly	154	163	165	544
Number of water meters read quarterly	12,118	12,257	12,267	11,906
Amount of cashier overage/shortage yearly	\$3	\$25	\$19	\$25
Number of bills issued:				
• Water/sewer, refuse	75,548	75,000	78,943	75,000
• Special Assessments	72	65	65	61

* FY06 was the first year service work orders were tracked.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Revenue Supervisor	1.0	1.0
Revenue Assistant I	2.0	2.0
Revenue Assistant II	1.0	1.0
Meter Services Supervisor	1.0	1.0
Meter Services Technician	3.0	3.0
Cashier	1.0	1.0
Cost Center Total	9.0	9.0

Supplemental Information:



Department of Finance

Division: Purchasing and Stockroom

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures By Cost Center				
Purchasing and Contracts	424,940	303,311	303,311	346,135
Stockroom	1,300	139,053	139,053	142,011
Division Total	\$426,240	\$442,364	\$442,364	\$488,146

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	342,733	348,069	348,069	383,438
Benefits	79,584	84,460	84,460	94,773
Overtime	0	0	0	0
Personnel Subtotal	\$422,317	\$432,529	\$432,529	\$478,211
Contractual Services	3,375	7,660	7,660	6,810
Commodities	548	2,175	2,175	3,125
Capital Outlays	0	0	0	0
Other	0	0	0	0
Operating Subtotal	\$3,923	\$9,835	\$9,835	\$9,935
Division Total	\$426,240	\$442,364	\$442,364	\$488,146

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	0	0	0	0
Subtotal	\$0	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	426,240	442,364	442,364	488,146
Subtotal	\$426,240	\$442,364	\$442,364	\$488,146
Division Total	\$426,240	\$442,364	\$442,364	\$488,146

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Purchasing and Contracts	3.5	3.5	3.5	4.0
Stockroom	2.0	2.0	2.0	2.0
Regular Subtotal	5.5	5.5	5.5	6.0
<i>Temporary</i>				
Purchasing and Contracts	0.0	0.0	0.0	0.0
Stockroom	0.0	0.0	0.0	0.0
Temporary Subtotal	0.0	0.0	0.0	0.0
Division Total	5.5	5.5	5.5	6.0

Department of Finance

Division: Purchasing and Stockroom

Division Purpose:

To provide the City with the means to obtain quality goods and services at the best value, maintain the integrity of the bidding process while conforming to city, state and federal requirements for procurement. The stockroom procures, stores and maintains proper inventory levels of supplies, materials and equipment used in operating, maintenance and repair activities by various City departments.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

The Purchasing Division has completed an upgrade to the financial management system, including the Procurement Professional software. This implementation allows staff to administer on-line purchase requisitioning. The contract for the sale of surplus City property via an Internet auction service has been signed. This process allows the City to set minimums and attracts bidders nationwide.

A half time staff position (0.5 FTE) will be added to the purchasing area to keep up with the growth the City has experienced.

Estimated Actual FY06 to Adopted FY07

The Purchasing Division will provide on-going quarterly training sessions for staff to administer on-line purchase requisitioning.

Cost Center: Purchasing

Objectives:

- Ensures the integrity of the public bidding process \$
- Develop an on-going quarterly training program for staff covering the on-line purchase requisition process and implementation of additional purchasing features of the system ☺ \$

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of purchase requisitions processed	N/A	N/A	N/A	90%
Number of awards made without protest	41 / 100%	42 / 100%	30 / 100%	30 / 100%
Number of protests sustained	0	0	0	0
Number of bids over \$15,000	33	42	30*	30

	Actual FY05	Target FY06	Actual FY06	Target FY07
Total dollar value purchasing card purchases (in thousands)	\$2,000	\$2,500	\$2,500	\$2,750
Number of P-cards managed	60	65	64	70

* Estimate.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Contract Officer	1.0	1.0
Purchasing Supervisor	1.0	1.0
Buyer II	1.0	1.0
Buyer I (2)	0.5	1.0
Cost Center Total	3.5	4.0

Cost Center: Stockroom

Objectives:

- Maintain adequate levels of stock to prevent outages of needed materials \$
- Monitor stockroom assets \$
- Implement internet auction to yield greatest return for surplus property \$

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of error between actual and system inventory counts	0.04%	0.03%	0.03%	0.02%
Value of inventory stored	\$315,120	\$300,000	\$315,270	\$300,000
Value of inventory written off as obsolete at year end	\$3,422	\$3,000	\$0	\$4,000
Value of items sold via internet auction	N/A	N/A	N/A	500

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Inventory Services Supervisor	1.0	1.0
Inventory Services Clerk	1.0	1.0
Cost Center Total	2.0	2.0

Department of Finance

Division: Budget

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Cost Center				
Budget	N/A	236,212	236,732	283,044
Division Total	N/A	\$236,212	\$236,732	\$283,044

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Division Expenditures by Type				
Salary and Wages	N/A	189,451	189,451	226,455
Benefits	N/A	38,931	38,931	50,939
Overtime	N/A	0	0	0
Personnel Subtotal	N/A	\$228,382	\$228,382	\$277,394
Contractual Services	N/A	3,000	4,550	5,400
Commodities	N/A	4,830	3,800	250
Capital Outlays	N/A	0	0	0
Other	N/A	0	0	0
Operating Subtotal	N/A	\$7,830	\$8,350	\$5,650
Division Total	N/A	\$236,212	\$236,732	\$283,044

	Actual FY05	Adopted FY06	Est. Act. FY06	Adopted FY07
Source of Division Funds				
<i>Departmental Revenue</i>	N/A	0	0	0
Subtotal	N/A	\$0	\$0	\$0
<i>Fund Contribution</i>				
General Fund (110)	N/A	236,212	236,732	283,044
Subtotal	N/A	\$236,212	\$236,732	\$283,044
Division Total	N/A	\$236,212	\$236,732	\$283,044

	Actual FY05	Adopted FY06	Actual FY06	Adopted FY07
Staffing Summary by Cost Center (FTEs)				
<i>Regular</i>				
Budget	2.0	3.0	3.0	3.0
Regular Subtotal	2.0	3.0	3.0	3.0
<i>Temporary</i>				
Budget	0.0	0.0	0.0	0.1
Temporary Subtotal	0.0	0.0	0.0	0.1
Division Total	2.0	3.0	3.0	3.1

Department of Finance

Division: Budget

Division Purpose:

(1) To develop, monitor, and implement appropriate budgetary policies and procedures, and (2) to provide accurate, timely, and objective information and recommendations to the Mayor and Council, City Manager, and city departments.

Significant Changes:

Adopted FY06 to Estimated Actual FY06

None.

Estimated Actual FY06 to Adopted FY07

None.

Cost Center: Budget

Objectives:

- Support the Mayor and Council, City Manager, and city departments with recommendations on resource allocation, fiscal policy, and efficient operations \$
- Implement and manage the FY07 Operating Budget and the FY07 – FY11 Capital Improvements Program to ensure the most efficient and effective use of resources \$
- Coordinate the development of the FY08 Operating Budget and the FY08 – FY12 Capital Improvements Program \$
- Review and approve budget, purchasing, and personnel transactions \$
- Assist with the competitive bidding and selection process of investment vehicles for the City's portfolio, and prepare the Monthly Cash and Investment Portfolio Summary that describes the City's investment portfolio, cash and investment distributions \$

Performance Measures:

	Actual FY05	Target FY06	Actual FY06	Target FY07
Percent of employees "satisfied" or "very satisfied" with the budget process	N/A	85%	76%	N/A
Percent of employees "satisfied" or "very satisfied" with the overall helpfulness and cooperativeness of budget staff	N/A	85%	79%	N/A
Budget book ratings of "outstanding" as a percentage of ratings given by GFOA reviewers for the city's budget book	28%	N/A	18%	30%
General Fund actual expenses as a percent of the adopted budget	95%	100%	96%*	100%
General Fund actual revenues as a percent of the adopted budget	105%	100%	107%*	100%
Number of CIP projects monitored and maintained	133	N/A	129	N/A
Number of operating budget account lines monitored and maintained	2010	N/A	2210	N/A

* Estimate.

Regular Positions:

Position Title	Adopted FY06	Adopted FY07
Budget Officer	1.0	1.0
Management and Budget Analyst	2.0	2.0
Cost Center Total	3.0	3.0

Department of Finance

New Financial System – Expense Budget Detail Query

AMS ADVANTAGE - Microsoft Internet Explorer

Welcome, Tim Peifer

Purchasing On-Line Requisitions

On-Line Requisitions

Requisitions

Document Query Only

Queries

Budget Query

Expense Summary

Appropriation Unit Query

Revenue Budget Query

Revenue Summary Query

Inventory Query

Requisition History

Reference Tables

Document-Entry

Expense Budget

Menu Quick Search

BFY	Fund	Department	Appr Unit	Unit	Object	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 2006	110	700	0045	0200	0323	\$593,934.00	\$9,400.00	\$6,163.05	\$407,877.95

First Prev Next Last

▼ Budget Actuals

Pre-Encumbered: \$170,493.00 Uncommitted: \$407,877.95

Encumbered: \$9,400.00 Unobligated: \$407,877.95

Accrued Expenses: \$3,163.05 Actual Expenses: \$6,163.05

Cash Expenses: \$3,000.00

► Budgeted Amounts

► General Information

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OK Cancel

New Financial System – Revenue Budget Summary

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Purchasing On-Line Requisitions

On-Line Requisitions

Requisitions

Document Query Only

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Revenue Budget Query

Revenue Summary Query

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Requisition History

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Revenue Budget Summary

Menu Quick Search

Browse Clear

BFY: 2006

Fund: 110

Department:

Unit:

Revenue:

Detail: Revenue Source

BFY	Fund	Department	Unit	Revenue	Current Budget	Total Revenue	Unrecognized
✓ 2006	110				\$966,039.00	(\$60,036.98)	\$1,026,075.98

First Prev Next Last

BFY	Fund	Department	Unit	Revenue	Current Budget	Total Revenue	Unrecognized
✓ 2006	110		3111		\$26,591.00	(\$20,396.66)	\$46,989.66
2006	110		3112		\$105,028.00	\$31.82	\$104,996.18
2006	110		3113		\$322.00	(\$183.22)	\$505.22
2006	110		3191		\$111.00	\$0.00	\$111.00
2006	110		3214		\$8,204.00	\$8,204.74	(\$0.74)